

INSTRUCTIONS FOR SHIPMENT OF BOOKS AND EDUCATIONAL MATERIALS BY FULBRIGHT SCHOLARS

American Fulbright grantees may send books and educational materials to their countries of assignment via the diplomatic pouch on a one-time (outbound ONLY) basis, if authorized to do so by the U.S. Embassy in that country. Use of the diplomatic pouch is a privilege which, if abused, can be withdrawn by the U.S. Department of State. It is important that grantees, Public Affairs Sections overseas and Fulbright foundations/commissions adhere to the rules governing use of the pouch. Again, the pouch is a one-time, one-way privilege. The pouch may not be used for return shipments.

Please adhere closely to the instructions below. Boxes rejected by the Department of State because of improper size, contents, or packaging will be sent back to the return address on the box. There is no way to insure boxes sent through the pouch system or to trace items lost in the pouch mail system. The Bureau of Educational and Cultural Affairs, which administers the Fulbright program, cannot retrieve and repack overweight/oversized boxes.

CONTENTS:

Packages must contain **only** books, magazines, notes or other similar educational materials required for the grantee's teaching or research program overseas. Computers and electronic equipment **may not be sent** by pouch. Packages **may not** contain personal effects of any kind. The Department of State may open packages suspected of containing prohibited items. If prohibited items are discovered, the box will be returned to the sender. Grantees should not enclose items that are irreplaceable. The Department of State assumes no responsibility for lost or damaged packages.

All Fulbright boxes are considered "official mail" and for that reason are subject to security scanning for contents and irradiation to guard against biological (i.e. anthrax) contamination. CDs, books and bound documents have apparently not been damaged by scanning. Photographs and single sheets of paper may be damaged, becoming yellowed and brittle. Slides or any thin plastic materials such as transparencies are destroyed.

NUMBER, WEIGHT AND SIZE LIMITATIONS FOR BOXES:

No more than **four boxes** per grantee may be sent through the pouch system. Each box must not exceed **17x18x32** inches. Each box cannot exceed **50 pounds**.

Please note that this 50 lbs. weight limit is an increase from 45 lbs. in 2003 and 40 lbs. in 2002. US Post Offices maintain their own records on weight limitation to certain destinations, and it is possible that your local post office still has the 40 lbs. limit on file. If your boxes weigh between 40 and 50 lbs, we encourage you to check with your post office before you bring your boxes in

for shipment. Otherwise, you may need to repack your boxes if they exceed the weight limit that your post office has on file.

If you provide your post office with the Washington, DC, pouch facility zip code: 20521 -XXXX (the 4-digit add-on code varies by embassy/consulate) they should be able to tell you the weight limit they have on file. The State Department is not able to update the records of your local post office.

WRAPPING:

Materials must be packed securely in strong cardboard boxes, sealed with heavy-duty packing tape (strapping tape is best), and clearly labeled. New boxes with no advertising or confusing labels are best. Boxes are handled roughly in shipment. Boxes should be packed carefully since torn or broken packages cannot be repacked at any point during shipment.

ADDRESSING THE PACKAGE:

Upper left-hand corner: Return address: Name
 Street Address
 City, State, Zip

Sample Mailing Address:	Public Affairs Section	Pseudo street address
	Department of State	and zip code change
	2010 Abidjan Place	for every country.
	Washington, D.C. 20521 - 2010	See attached list.

Note: The 20521 zip code must be used. Use of any other zip code is prohibited.

In lower left-hand corner of the box write:

UNCLASSIFIED VIA AIR POUCH
Your Name
FULBRIGHT SCHOLAR EDUCATIONAL MATERIALS

NOTE: Please choose a return address where the recipient will know how to contact you and what to do if a box is returned.

Grantees sending only one package should write "1 of 1" in the lower right-hand corner. Grantees sending more than one package should number each package in a series and circle the markings, e.g., "1 of 4", "2 of 4", etc.

SHIPPING:

Packages can be shipped through the U.S. Postal Service. The "street address" in the address format was created strictly to meet USPS requirements for automated mail sorting; no such street address actually exists. United Parcel Service, Federal Express, DHL or other small package

carrier may also be used. Grantees are responsible for paying domestic postage -- postage from their home to Washington, D.C.

TIME REQUIRED FOR SHIPMENT:

Grantees should anticipate that once packages are received at U.S. Department of State mail center, shipping will take 3 to 4 weeks to arrive in the country of assignment. The frequency of pouch shipment is outside the control of the Bureau of Educational and Cultural Affairs and the receiving U.S. Embassy.

Please note: The State Department's automated unclassified pouch and mail sorting facility was contaminated by anthrax in October 2001 and remains closed. The Department currently processes pouch mail manually in a non-automated facility which increases processing time. Further delays are created by the USPS mail irradiation process.

Attachment: Diplomatic Pouch Addresses for U.S. Embassies and Consulates in Sub-Saharan Africa

February 2004

*****FOR OFFICIAL MAIL*****
DIPLOMATIC POUCH ADDRESSES FOR U.S. EMBASSIES AND CONSULATES
IN SUB-SAHARA AFRICA

The following addresses are the proper addresses for official (business) mail addressed to Public Affairs Sections at American embassies in Sub-Saharan Africa. The four boxes of educational materials that Fulbright grantees going to most Sub-Saharan countries are permitted to send via diplomatic pouch system are considered official mail. Use the official mail address for correspondence with Public Affairs Section. The sample address below is for Abidjan. Please be sure to change the last two lines to match the country of assignment.

Public Affairs Section
Department of State
2010 Abidjan Place (or Pl.)
Washington, DC 20521-2010

**Please note that
city name and zip code
change for every country.**

For automated sorting purposes it is important that the last two lines of the address pattern remain as listed above. The pseudo street address and the Washington, DC 20521-xxxx must be the last two lines in the address.

COUNTRY OF ASSIGNMENT	PSEUDO STREET ADDRESS	CITY	STATE	ZIP CODE
ANGOLA	2550 LUANDA PL	WASHINGTON	DC	20521-2550
BENIN	2120 COTONOU PL	WASHINGTON	DC	20521-2120
BOTSWANA	2170 GABORONE PL	WASHINGTON	DC	20521-2170
BURKINA FASO	2440 OUAGADOUGOU PL	WASHINGTON	DC	20521-2440
BURUNDI	2100 BUJUMBURA PL	WASHINGTON	DC	20521-2100
CAMEROON	2520 YAOUNDE PL	WASHINGTON	DC	20521-2520
CAPE VERDE	2460 PRAIA PL	WASHINGTON	DC	20521-2460
CENTRAL AFRICAN REPUBLIC	2060 BANGUI PL	WASHINGTON	DC	20521-2060
CHAD	2410 N'DJAMENA PL	WASHINGTON	DC	20521-2410
CONGO, DEMOCRATIC REPUBLIC OF THE	2220 KINSHASA PL	WASHINGTON	DC	20521-2220
CONGO, REPUBLIC OF THE	2090 BRAZZAVILLE PL	WASHINGTON	DC	20521-2090
COTE D'IVOIRE	2010 ABIDJAN PL	WASHINGTON	DC	20521-2010
DJIBOUTI	2150 DJIBOUTA PL	WASHINGTON	DC	20521-2150
EQUATORIAL GUINEA	2320 MALABO PL	WASHINGTON	DC	20521-2320
ERITREA	7170 ASMARA PL	WASHINGTON	DC	20521-7170
ETHIOPIA	2030 ADDIS ABABA PL	WASHINGTON	DC	20521-2030
GABON	2270 LIBREVILLE PL	WASHINGTON	DC	20521-2270
GAMBIA, THE	2070 BANJUL PL	WASHINGTON	DC	20521-2070
GHANA	2020 ACCRA PL	WASHINGTON	DC	20521-2020
GUINEA	2110 CONAKRY PL	WASHINGTON	DC	20521-2110
GUINEA-BISSAU	2080 BISSAU PL	WASHINGTON	DC	20521-2080
KENYA	8900 NAIROBI PL	WASHINGTON	DC	20521-8900
LESOTHO	2340 MASERU PL	WASHINGTON	DC	20521-2340
LIBERIA	8800 MONROVIA PL	WASHINGTON	DC	20521-8800
MADAGASCAR	2040 ANTANANARIVO PL	WASHINGTON	DC	20521-2040
MALAWI	2280 LILONGWE PL	WASHINGTON	DC	20521-2280
MALI	2050 BAMAKO PL	WASHINGTON	DC	20521-2050
MAURITANIA	2430 NOUAKCHOTT PL	WASHINGTON	DC	20521-2430

MAURITIUS	2450 PORT LOUIS PL	WASHINGTON	DC	20521-2450
MOZAMBIQUE	2330 MAPUTO PL	WASHINGTON	DC	20521-2330
NAMIBIA	2540 WINDHOEK PL	WASHINGTON	DC	20521-2540
NIGER	2420 NIAMEY PL	WASHINGTON	DC	20521-2420
NIGERIA (American Embassy Abuja)	8320 ABUJA PL	WASHINGTON	DC	20521-8320
NIGERIA (American Consulate General-Lagos)	8300 LAGOS PL	WASHINGTON	DC	20521-8300
RWANDA	2210 KIGALI PL	WASHINGTON	DC	20521-2210
SENEGAL	2130 DAKAR PL	WASHINGTON	DC	20521-2130
SIERRA LEONE	2160 FREETOWN PL	WASHINGTON	DC	20521-2160
SOMALIA	2150 DJIBOUTI PL	WASHINGTON	DC	20521-2150
SOUTH AFRICA	2480 CAPE TOWN PL	WASHINGTON	DC	20521-2480
SOUTH AFRICA	2490 DURBAN PL	WASHINGTON	DC	20521-2490
SOUTH AFRICA	2500 JOHANNESBURG PL	WASHINGTON	DC	20521-2500
SOUTH AFRICA	9300 PRETORIA PL	WASHINGTON	DC	20521-9300
SUDAN	2200 KHARTOUM PL	WASHINGTON	DC	20521-2200
SWAZILAND	2350 MBABANE PL	WASHINGTON	DC	20521-2350
TANZANIA	2140 DAR ES SALAAM PL	WASHINGTON	DC	20521-2140
TOGO	2300 LOME PL	WASHINGTON	DC	20521-2300
UGANDA	2190 KAMPALA PL	WASHINGTON	DC	20521-2190
ZAMBIA	2310 LUSAKA PL	WASHINGTON	DC	20521-2310
ZIMBABWE	2180 HARARE PL	WASHINGTON	DC	20521-2180

Please note that U.S. Embassy operations do not currently exist in all countries named above.

*****FOR PERSONAL MAIL*****
DIPLOMATIC POUCH ADDRESSES FOR U.S. EMBASSIES AND CONSULATES
IN SUB-SAHARA AFRICA

In some Sub-Saharan countries, the U.S. embassy permits U.S. Fulbrighters to receive personal mail via diplomatic pouch. Only first class mail, up to a maximum of 2 pounds weight, is allowed to be received via pouch. Magazines, newspapers, and videocassettes are not authorized.

The Country Guidelines for your country of assignment should state clearly whether the U.S. Embassy in your country permits Fulbrighters to use the diplomatic pouch for personal mail. If the Guidelines paper contains no such advice, please ask your ECA/A/E/AF program officer. Diplomatic pouch privileges for personal mail generally exist in those countries where local and international mail is considered unreliable. Mail sent to the personal mail pouch address will not be irradiated.

The sample address below is for Gaborone, Botswana. Please be sure to change the last two lines to match the country of assignment.

Format for addresses:

Your Name
 2170 Gaborone Pl.
 Dulles, VA 20189-2170

**Pseudo street address
 and zip code change
 for every country.**

Do not include any mention of the U.S. Embassy or the U.S. Department of State in this address. For automated sorting purposes it is important that the last two lines of the address pattern remain as listed above. The pseudo street address and Dulles, VA-20189-xxxx must be the last two lines in the address. **Under no circumstance should the 20189 zip code be used to send the initial 4 boxes of educational materials.**

COUNTRY OF ASSIGNMENT	PSEUDO STREET ADDRESS	CITY	STATE	ZIP CODE
ANGOLA	2550 LUANDA PL	DULLES	VA	20189-2550
BENIN	2120 COTONOU PL	DULLES	VA	20189-2120
BOTSWANA	2170 GABORONE PL	DULLES	VA	20189-2170
BURKINA FASO	2440 OUAGADOUGOU PL	DULLES	VA	20189-2440
BURUNDI	2100 BUJUMBURA PL	DULLES	VA	20189-2100
CAMEROON	2520 YAOUNDE PL	DULLES	VA	20189-2520
CAPE VERDE	2460 PRAIA PL	DULLES	VA	20189-2460
CENTRAL AFRICAN REPUBLIC	2060 BANGUI PL	DULLES	VA	20189-2060
CHAD	2410 N'DJAMENA PL	DULLES	VA	20189-2410
CONGO, DEMOCRATIC REPUBLIC OF THE	2220 KINSHASA PL	DULLES	VA	20189-2220
CONGO, REPUBLIC OF THE	2090 BRAZZAVILLE PL	DULLES	VA	20189-2090
COTE D'IVOIRE	2010 ABIDJAN PL	DULLES	VA	20189-2010
DJIBOUTI	2150 DJIBOUTA PL	DULLES	VA	20189-2150
EQUATORIAL GUINEA	2320 MALABO PL	DULLES	VA	20189-2320
ERITREA	7170 ASMARA PL	DULLES	VA	20189-7170
ETHIOPIA	2030 ADDIS ABABA PL	DULLES	VA	20189-2030
GABON	2270 LIBREVILLE PL	DULLES	VA	20189-2270
GAMBIA, THE	2070 BANJUL PL	DULLES	VA	20189-2070
GHANA	2020 ACCRA PL	DULLES	VA	20189-2020
GUINEA	2110 CONAKRY PL	DULLES	VA	20189-2110

GUINEA-BISSAU	2080 BISSAU PL	DULLES	VA	20189-2080
KENYA	8900 NAIROBI PL	DULLES	VA	20189-8900
LESOTHO	2340 MASERU PL	DULLES	VA	20189-2340
LIBERIA	8800 MONROVIA PL	DULLES	VA	20189-8800
MADAGASCAR	2040 ANTANANARIVO PL	DULLES	VA	20189-2040
MALAWI	2280 LILONGWE PL	DULLES	VA	20189-2280
MALI	2050 BAMAKO PL	DULLES	VA	20189-2050
MAURITANIA	2430 NOUAKCHOTT PL	DULLES	VA	20189-2430
MAURITIUS	2450 PORT LOUIS PL	DULLES	VA	20189-2450
MOZAMBIQUE	2330 MAPUTO PL	DULLES	VA	20189-2330
NAMIBIA	2540 WINDHOEK PL	DULLES	VA	20189-2540
NIGER	2420 NIAMEY PL	DULLES	VA	20189-2420
NIGERIA (American Embassy Abuja)	8320 ABUJA PL	DULLES	VA	20189-8320
NIGERIA (American Consulate General-Lagos)	8300 LAGOS PL	DULLES	VA	20189-8300
RWANDA	2210 KIGALI PL	DULLES	VA	20189-2210
SENEGAL	2130 DAKAR PL	DULLES	VA	20189-2130
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SWAZILAND	2350 MBABANE PL	DULLES	VA	20189-2350
TANZANIA	2140 DAR ES SALAAM PL	DULLES	VA	20189-2140
TOGO	2300 LOME PL	DULLES	VA	20189-2300
UGANDA	2190 KAMPALA PL	DULLES	VA	20189-2190
ZAMBIA	2310 LUSAKA PL	DULLES	VA	20189-2310
ZIMBABWE	2180 HARARE PL	DULLES	VA	20189-2180

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March 2004: {H:\paperss\orientation\MailAFAddresses2004.doc}